



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

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GENERAL CIRCULAR NUMBER 2014-013

DATE: May 8, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Public Hearing to consider repeal of Civil Service Rule 17.14(8)

The State Civil Service Commission will hold a public meeting at 9 a.m. on Wednesday, June 4, 2014, to consider an amendment to Civil Service Rule 17.14.

The hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on this proposal may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Chapter Seventeen Changes

The department proposes to repeal rule 17.14 (8) that requires an agency to expand career field 9999 when targeting a position in a layoff. All jobs currently encompassed in career field 9999 will be redefined into existing or new career fields effective July 1, 2014.

Chapter 17	
Current Rule	Proposed Rule
Rule 17.14	
The layoff plan shall include, but not necessarily be limited to, the following items:	The layoff plan shall include, but not necessarily be limited to, the following items:

<ol style="list-style-type: none"> 1. Affected organizational unit 2. Reasons why the layoff is being proposed 3. Any budgetary measures which may have been taken to avoid a layoff 4. Proposed effective date of the layoff 5. Definition of commuting area used for this layoff (refer to Rule 1.9.01) 6. How pay on relocation to lower jobs will be set, if applicable. (refer to Rule 6.8.2) 7. For the abolished positions, list: <ol style="list-style-type: none"> a. parishes where the positions are domiciled; b. affected job titles; c. career field for each affected job title; and d. number of positions for each affected job title. 8. If any affected employees are in Career Field 9999, propose an appropriate expansion of their career field, with justification. If no expansion is proposed, explain why. 9. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who are expected to be laid off. 10. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who will be moved to vacancies created as a result of the layoff, and the job title planned to be offered to each employee. 11. Exemptions made, if any, under Rule 17.15(e) and reasons for these exemptions. 12. Exceptions requested, if any, under Rule 17.3 and reasons for these exceptions. 13. Name, job title, beginning and end date of appointment, authorizing rule number and pay of all unclassified and classified temporary, non-permanent appointees in the affected organizational unit, and how these positions will be affected by the layoff. 	<ol style="list-style-type: none"> 1. Affected organizational unit 2. Reasons why the layoff is being proposed 3. Any budgetary measures which may have been taken to avoid a layoff 4. Proposed effective date of the layoff 5. Definition of commuting area used for this layoff (refer to Rule 1.9.01) 6. How pay on relocation to lower jobs will be set, if applicable. (refer to Rule 6.8.2) 7. For the abolished positions, list: <ol style="list-style-type: none"> a. parishes where the positions are domiciled; b. affected job titles; c. career field for each affected job title; and d. number of positions for each affected job title. 8. Repealed effective July 1, 2014 9. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who are expected to be laid off. 10. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who will be moved to vacancies created as a result of the layoff, and the job title planned to be offered to each employee. 11. Exemptions made, if any, under Rule 17.15(e) and reasons for these exemptions. 12. Exceptions requested, if any, under Rule 17.3 and reasons for these exceptions. 13. Name, job title, beginning and end date of appointment, authorizing rule number and pay of all unclassified and classified temporary, non-permanent appointees in the affected organizational unit, and how these positions will be affected by the layoff. 14. Contracts either currently in effect or anticipated that may be causative of or related to the layoff.
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Sincerely,

s/Shannon S. Templet
Director